

ARO's

10/23/63

Distribution made this date
to all ARO and Records Center.

23 October 1963

10/25/188 copy to 7E-32, Hq.
188 copy to 2E-49, Hq.
Collection Guidance Staff, DDI

Note: 12 copies to STAT
in the DD/P. STAT

From : Chief, Records Administration Staff

Subject: Meeting of Records Officers - 30 October 1963

1. There will be a meeting of Agency Records Management Officers on Wednesday, 30 October 1963 at 10:00 AM in Room 1E-78, Headquarters.

2. The Agenda will include:

a. Introduction of a new system to assist you in Forms Management - The "DARE" Card Method.

b. New data on Cost of Keeping Records in Office Space and Records Center.

c. Filing Equipment Control - How a large corporation saves money and space.

d. New Document and Courier Receipt Form and procedures.

e. Microfilm deterioration problems.

3. In addition, I want your ideas for future meetings. - Do you want regular scheduled meetings? Do you want speakers from other Agencies?

I will appreciate your views and look forward to seeing you at the meeting.



STAT

ADMINISTRATIVE - INTERNAL USE ONLY